

Maricopa County Community Services Commission

Maricopa County Human Services Department

234 N. Central, 3rd Floor Conference Room

Phoenix, Arizona 85004

Monday, August 28, 2006

6:00 P.M.

Minutes

Members Present:

Chair Councilman Steven Frate, City of Glendale
Councilman Fred Hull, Town of Gila Bend
Councilwoman Kathie Farr, City of Tolleson
Councilman Frank Scott, City of Avondale
Walt Gray, St. Vincent de Paul
Robert Morehouse, Senior Citizens Council Maricopa County

Marty Sonnenberg, Salt River Project
Mary Beth Lawler, Valley of the Sun United Way
Terri Cruz, Chicanos por la Causa
Mary Coalson, Salvation Army
Amy Smith, Eastside Representative
Becky Ontiveros, Westside Representative

Members Absent:

Louise Moskowitz, APS
Councilwoman Margarita Garcia, Town of Guadalupe
Councilman Hut Hutson, City of Tempe

Requested Excused Absence
Requested Excused Absence
Requested Excused Absence

Barbara Webster, Southwest Low-Income Rep.
Sarah Bravo-Palma, Eastside Low-income Representative
Councilman Don Skousen, Town of Gilbert

Did not request excused absence
Did not request excused absence
Did not request excused absence

Presenters/Staff/Guests Present:

Staff:

Margarita Leyvas, Community Services Division
Virginia Sturgill, Community Services Division
Frances Delgado, Community Services Division
Eileen Hartnett, Community Services Division

Guests:

Racel Aleman, Chandler CAP
Mary Hutchinson, Tempe CAP
Joy McClain, Tolleson CAP
Maria Alvarez, Guadalupe CAP
Maria Reyes, Guadalupe CAP
Leonard Coalson

- 1. Call to Order** The meeting was called to order at 6:05 PM by Chairman, Councilman Steven Frate.
- 2. Roll Call** Virginia Sturgill called roll. Twelve of eighteen seated members were present; a quorum was established.
- 3. Excused Absence(s)** The following members were absent and asked to be excused: Louise Moskowitz, Councilman Hutson and Councilwoman Garcia. Councilman Hull made a motion to accept the excused absences. Councilwoman Farr seconded the motion. The vote was unanimous and the motion carried.

4. **Opening Prayer** Walter Gray led the prayer.
5. **Pledge of Allegiance** Councilman Hull led the Pledge of Allegiance.
6. **Approval of Minutes** The minutes of the June 26, 2006 meetings were reviewed. Robert Morehouse made a motion to accept the minutes. The motion was seconded by Councilman Hull. The vote was unanimous and the motion carried.
7. **Presentation: USDA Rural Development** Mary Meyer provided information on the USDA Rural Development home purchasing programs for low-income families. Services are provided in communities that have populations less than 20,000. Mary stated there are several different homeownership programs. One of the programs available is **Self-Help Housing** groups of 6-10 low-income families build their own homes, materials and skilled labor is provided. Currently there are 24 homes being built in the town of Guadalupe through this home loan program. Mary stated they visit several communities throughout the month and talk with potential home owners. Clients must have acceptable credit to qualify for the home loan programs. Clients that do not have good credit are provided assistance to correct their credit.
- Leonard Gradillas provided information on Community programs. Leonard there are various lending programs for communities and non-profit organizations. They have programs for Water and Waste disposal. Organizations or faith-based organizations can apply for loans and grants to build Child Care Centers and Clinics.
- Mary and Leonard stated they are available to provide presentations to community groups. Program information was distributed.
8. **Motion to proceed with the By-Laws review process:** Marge Leyvas provided an up-date: The revised by-laws were reviewed by Martin Demos, County Attorney, who recommended minor changes.
- Marge reviewed major changes and highlighted the following areas: *Attendance, Absences, Alternates* – all seats will have alternates, and *Officers* – a Secretary position has been added. A Policies & Guidelines Handbook will be developed once the By-laws have been finalized: Standing Committee meetings are subject to “Open Meeting Laws” and must be posted.
- Marge shared information provided by Martin Demos regarding quorums and the lack of quorums.
- Robert Morehouse made a motion to proceed with the By-laws review process. Mary Beth Lawler seconded the motion. The vote was unanimous and the motion carried.
9. **Removal of Organization from Commission: Senior Citizens Council of Maricopa** Robert Morehouse reported that the **Senior Citizens Council of Maricopa** had dissolved and was no longer an organization.
- Councilwoman Farr made a motion to accept the removal of the organization from the commission. Motion seconded by Councilman Hull. The vote was unanimous and the motion carried.
10. **Annual Meeting moved to October** There was discussion on the time frame needed for the by-laws approval process. Terri Cruz made a motion to move the Annual meeting to

23, 2006

October 23, 2006. Motion seconded by Councilwoman Farr. The vote was unanimous and the motion carried.

11. Director's Report

Marge Leyvas provided information on activities and events for the Community Services Division. A handout was distributed (attached to these minutes).

- The CSBG/LIHEAP Public Hearing will be held September 12 at 1:00 pm at the Arizona State Capitol, Grand Canyon Room.
- The HUD monitoring visit was completed by Lou Kislin, Senior Community Planning & Development Representative. Staff accompanied Lou on two site visits; Tempe CAP and New Life Shelter. He was very impressed with the record keeping and the facilities. There was one finding. A completed Environmental Review form was not available. The only authorized signator is Renee Ayres, Acting Director for Maricopa County Community Development. Staff has addressed and resolved this issue.
- The DES Fuel Fund RFP was withdrawn and converted to a RFA. ACAA will receive the contract to develop and maintain the Fuel Fund.
- Marge has volunteered to be the Chairperson for the 2007 ACAA Annual conference. The conference will be on May 9-11, 2007, at the Crown Plaza San Marcos Hotel in Chandler.
- Resource Round-up Day is scheduled for November 15th; the event theme is Health and Safety. Case workers will have hands-on training on energy conservation and more. The Resource Round-up will be hosted by APS.
- Maricopa County Human Services Department has hired Patrick Burkhart as the department Strategic Planning Coordinator.
- The Community Services Division has hired Eddie Lopez as the Administrative Assistant.

12. Board Remarks

- Robert Morehouse shared that the Retired Teachers Association of Phoenix & Scottsdale has expressed interest in petitioning for representation on the Commission.
- Walter Gray requested that staff contact MAG for a presentation on the Social Services Plan.
- Councilman Hull reported he attended 2 conferences: Voluntary Organizations Active Disaster (VOAD) and League of Cities. Councilman Hull reported that he learned about Emergency Preparedness and the threat of Bird Flu and pandemic diseases. Councilman Hull requested that staff contact the presenter for a presentation to the commission.
- Councilman Hull reported that a traveling display of the "9-11 Traveling Memorial" will be stopping in the town of Gila Bend on September 15, 16 & 17. Everyone was encouraged to attend. Mary Hutchinson, guest, reported that she attended college with John McLaughlin, the Port Authority Officer that was portrayed in the movie "*World Trade Center*".
- Councilman Frate reported that it is important that everyone should have enough emergency supplies to be self sufficient for up to 72 hours in case of a natural or man made disaster. That police and fire would most likely be overwhelmed and anything we as citizens could do would be less of a strain on the system until federal assistance arrived.

- Amy Smith asked if CAP staff are provided CPR training. Marge shared that CPR and First Aid training is being provided to HSD staff. However, it would be up to the individual CAP agencies to determine a need for and provide training to their employee. Marge reported that some CAP offices have provided these types of training through their own contacts.

13. Call to the Public

None

14. Adjournment

Councilman Hull made a motion to adjourn to meeting. Councilwoman Farr seconded the motion The meeting adjourned at 7:40 PM.

Directors' Report

DATE	MEETINGS, EVENTS, etc.	STAFF
7/6/06	Meeting with APS and ACAA regarding contract	ML
7/7/06	Tolleson CAP - provided technical assistance	FD
7/11/06	CSBG & LIHEAP State Plan hearings cancelled	
7/12/06	Buckeye Project Planning meeting w/FSL Home Improvements	ML EH
7/12/06	HUD Mntrg Visit: over 5-6 days, included onsite visits to New Life Shelter and Tempe CAP	ML FD EH
7/12/06	Meeting with Dr. Nelba Chavez. Included ACAA, COP, CAHRA	ML
7/13/06	Dept. Employee Satisfaction focus Group	VS
7/15/06	STS staff and drivers - Training provided on identification of heat related conditions, etc.	BH
7/19/06	MWC provided presentation on CAA, CAP and SAIL services	ML
7/20/06	Agenda Central Training - attended	EH
7/20/06	Tempe CAP - LIHEAP Application Intake Blitz	CC
7/20/06	Energy Assistance Coordinators Association meeting	YS
7/25/06	SSBG State Plan Hearing -attended	BH ML
7/25/06	Guadalupe CAP - Employee Training	ML
7/26/06	Dept. Travel Process Improvement Committee	VS
7/26/06	Customer Satisfaction (surveys) Committee	EH FD
7/27/06	Meeting with Mayor Bryant, Buckeye	ML, STS
8/2/06	Paint-A-Thon kickoff Breakfast	YS EH
8/2/06	Commission Resource Assessment Committee	EH FD
8/4/06	Guadalupe CAP - LIHEAP Application Intake Blitz	CC
8/8/06	DES/CSA meeting with State CAA Directors	ML
8/9/06	Maricopa County Community Development - meeting	EH FD ML
8/10/06	MAG HSTC - meeting	FD ML
8/10/06	Glendale CAP Mini-grant - provided technical assistance	EH
8/11/06	Chandler CAP - LIHEAP Application Intake Blitz	CC
8/14/06	Peoria CAP - visit	EH EL
8/15/06	Buckeye Weatherization Project - observe energy audits	EH YS
8/15/06	Meeting with Dr. Nelba Chavez. Included ACAA, COP	ML
8/15/06	Maricopa County Community Development - meeting	EH FD ML
8/16/06	EFSP Board Meeting	ML
8/17/06	ACAA Comte and Board Meetings - 2 days	ML
8/17/06	US Census Data Training -attended	FD
8/21/06	Dept. Executive Team Leadership Training -attended	ML
8/24/06	Excel Training -attended	FD
8/24/06	Benefits Checkup Training -attended	EL
8/24/06	Rebuilding Together - meeting	EH YS ML
8/28/06	Gila Bend CAP - Provided New Employee Training	YS
8/30/06	CSD Bake Sale -Event	All

Also during this time: weekly meetings with database consultants and testing; EASE casework and committee meetings; weekly CS staff meetings; weekly SAIL staff meetings; and other duties.

- > CSBG and LIHEAP State Plans - handout. Hearings scheduled for September 12, from 1:00-3:00 p.m.
- > HUD Monitoring - result included one finding. All has been resolved.
- > Fuel Fund - DES withdrew the competitive RFP & converted to an RFA with ACAA. Contract finalized by October 2006.
- > ACAA Annual Conference-May 10 & 11, 2007; San Marcos Hotel,Chandler. MLeyvas - Conference Chair.
- > Resource Roundup - scheduled for November 15, 2006. APS hosting the event. The focus will be on Health & Safety.
- > Department now has a Strategic Planning Coordinator - Patrick Burkhart
- > **Welcomed Eddie Lopez - New Administrative Assistant!**